

Offering a Course for the First Time

Responsible Unit: Academics, Vice President's Office

Date Approved: December 2005

Date Revised: August 2015

Each proposal to offer a course listed in the KCTCS Catalog for the first time at the College must be approved by the appropriate Academic Dean before the course can be listed in the Schedule of Classes. After receiving notification of approval from the Academic Dean, the Program/Area Coordinator schedules the course.